Microsoft Project 70-178 Exam Study Guide

Prepared by The Versatile Company for MPUG.   www.VersatileCompany.com

About this Study Guide

This guide was developed based upon the objective domain for the 70-178 exam, which is published by Microsoft and available on the MPUG website.

To prepare this study material, the author team relied our on our knowledge of Microsoft Project and our experience both developing training courseware that has been validated by Microsoft and our experience teaching Project to people that have subsequently passed the 70-178 exam.

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The Versatile Company

Headquartered in Seattle, Washington, Versatile was founded in 1990. We help our clients to achieve better project results through improved project management. Versatile supports our clients in three ways:

1. **Training**: Our hands-on curriculum teaches practical, proven techniques for managing projects and for using Microsoft Project.
2. **Consulting**: We leverage our expertise to help build effective project management practices and establish Project Management Offices (PMO's).
3. **Technology**: Get the most out of Microsoft Project and Microsoft Project Server.

Sam Huffman, a Senior Trainer, is a Microsoft Project Most Valuable Professional. Versatile's founder, Eric Verzuh, is recognized around the world as a leader in practical project management due to his

bestselling book, *The Fast Forward MBA in Project Management,* the #1 rated project management handbook by Amazon.com.

Interpreting the Format in this Study Guide

The objective domain for the exam articulates the topics that must be tested to demonstrate sufficient understanding of Project to justify certification. The objective domain was established by Microsoft, with no involvement of the author team of this study guide.

On each page of this Study Guide you will find a portion of the objective domain, followed by some more detailed description of the knowledge that a candidate should have prior to sitting for the exam.

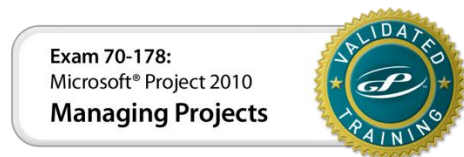*For example, the table below represents the first two items in the objective domain.*

1.1	Subject: Create a New Project
1.1.1	Creating a Template from a Completed Project
1.1.2	Creating a Project from an Existing Template

The author team further refined these items to provide the following recommendation.

The candidate must be able to:

1. Create a template from a completed project;
   - Example: The user is challenged to save a recently completed project as a future template and to ensure that resource rates, all baselines and actual values are stripped from the template file. What steps are required?
2. Create a project from an existing template;

This study guide is not intended to be a substitute for a user manual or a training course. Exam candidates that find they are not familiar with the terms in the objective domain or the additional comments should consult a more complete reference or attend training from a firm that has been awarded the Validated Training logo from Microsoft, shown below.

1.1 Create a New Project

1.1	Subject: Create a New Project
1.1.1	Creating a Template from a Completed Project
1.1.2	Creating a Project from an Existing Template
1.1.4	Creating a Project from an Existing Project
1.1.5	Creating a Project from a SharePoint Task List
1.1.6	Creating a Project from a Microsoft Office Excel Workbook

The candidate must be able to:

1. Create a template from a completed project;
   - Example: The user is challenged to save a recently completed project as a future template and to ensure that resource rates, all baselines and actual values are stripped from the template file. What steps are required?
2. Create a project from an existing template;
3. Create a project from a SharePoint Tasks list;
   - Example: How do you create and synch your project to a project list in Microsoft SharePoint to be shared with other members of the project team?
4. Create a project from a Microsoft Excel workbook:
   - Example: An Excel document has been utilized for several years for managing resources, tasks, durations, start and end date of tasks, and is to become a standard in MS Project. The number and order of columns in Excel are not in the order of the project Task Sheet in Project. How do you import into Microsoft Project your company projects that are in Excel?

1.2 Create and Maintain Calendars

1.2	Subject: Create and Maintain Calendars
1.2.1	Setting Working or Non-working Hours and Days (exceptions and work weeks) for Calendars
1.2.2	Setting Base Calendar, Resource Calendar, and Hours per Day
1.2.3	Applying Calendars at the Project, Task, and Resource Levels

The candidate must be able to:

1. Create a project calendar representing the user's organization;

    - Example: Create a project calendar with the following characteristics: working days: Monday through Saturday; working times: 7 AM to 8PM;

2. Create resource calendar exceptions:

    - Example: Create an exception to Pat's calendar representing that Pat only works before noon.

3. Create a task calendar and set it to ignore resource calendars;

    - Example: Pat needs to work on a high priority task Friday afternoon. How would you ensure that Pat and the task get scheduled correctly?

1.3 Create Custom Fields

1.3	Create Custom Fields
1.3.1	Creating Basic Formulas
1.3.2	Graphical Indicator Criteria
1.3.3	Lookup Table, Task and Resource Custom Fields

The candidate must be able to:

1. Create a custom field distinguishing between the correct data type and make it visible in a table or view;
2. Rename the field to make it contextually relevant;
3. Enter basic formulas that can be the basis for a graphical indicator;
   - Example: create a formula identifying which tasks in a task list have been base lined;
4. Create a graphic indicator that correctly depicts the state of a task;
   - Example: create a green stoplight for a base lined task and a red one for non-base lined;
5. Create tables that are used as a "pick list" rather than entered uniquely into cells;
   - Example: create a lookup table enumerating locations such as cities, counties and states.

1.4 Custom Option Settings

1.4	Custom Option Settings
1.4.1	Default Task Types
1.4.2	Manual vs. Auto-Scheduling
1.4.3	Project Options
1.4.4	Calendar Options (for example: working hours per day and hours per week)
1.4.5	Customized Ribbon and Quick Access Toolbar (for example: settings to share with others)

The candidate must be able to:

1. Change the default Task Type in an existing Project and set the default Task Type for all new tasks;
    - Example: Which task types will allow users to extend duration when Remaining Work increases during the execution of tasks?
    - Example: In a project that already has tasks inserted, set the default Task Type for all new tasks to Fixed Units.
2. Understand the scheduling behavior of Manually Scheduled tasks when linking or converting to Auto Scheduled;
    - Example: A user wants to convert tasks to Auto schedule. As the mode is changed, the task is moved in the timeline to be scheduled as early as possible. The user wants Project to leave tasks as scheduled and when scheduled. How should this be accomplished?
3. Change Project Options such as the Default View or Date Format;
    - Example: In order to be accurate a new standard has been imposed on all project reports, views, and fields. The date format is to be: Month, day, year, time, am/pm. How is the new date standard imposed?
4. Modify the default time units assigned to tasks when not specified by the user;
5. Modify Ribbon or Quick Access Toolbar
    - Example: The "Scroll to Task" button is available only in the "Task" tab. Users want the button to be available at all times. How is this accomplished?

2.1 Set up Project Information

2.1	Subject: Set up Project Information
2.1.1	Defining Project Start Date
2.1.2	Applying Calendars and Current Date
2.1.3	Entering Project Properties
2.1.4	Displaying the Project Summary Task on a New Project

The candidate must be able to:

1. Define a project start date;
   - Example: A user's project actually started 6 months ago. The project is now being created but all tasks are starting today. How can the project start date be rolled back 6 months so that Project's date calculations are correct?
2. Apply a calendar to the project;
   - Example: A user has noted that an unassigned task of one day's duration is actually 24 consecutive hours, which is incorrect. What steps need to be taken to ensure the correct project calendar is applied?
3. Enter data in the project's properties fields;
4. Display the Project Summary Task on all new projects;
   - Example: Every user wants to have a project summary task in their Gantt chart. They have checked the Project Summary Task selection in the Format Tab, but new projects still are not showing the bar. How can this be turned on by default on all new projects?
5. Change the current date in a project file.
   - Example: A report is being produced that shows a 'current date' line in the Gantt View. The report data is accurate as of last Friday. Change the 'current date' to last Friday's date and view the 'current date' line in the Gantt view.

2.2 Create and Modify a Project Task Structure

2.2	Subject: Create and Modify a Project Task Structure
2.2.1	Creating and Modifying Summary Tasks and Subtasks
2.2.2	Rearranging Tasks
2.2.3	Creating Milestones
2.2.4	Manually Scheduled Tasks
2.2.5	Outlining Tools

The candidate must be able to:

1. Create or change the organization of project tasks;
   - Example: A task is currently formatted as a summary task in the outline structure. However, it should be formatted as a sub-task. What are the steps required to change the summary task to a sub-task?
2. Create Milestones and ensure their visibility;
   - Example: A task is required to indicate the delivery date of a part. Create a Milestone and roll the Milestone shape up to its summary task.
3. Change individual tasks from Manual to Auto Schedule as needed;
4. Use Outlining Tools to organize the task list;
   - Example: Microsoft Project allows both Outline Numbering and a field for Work Breakdown Structure (WBS) codes. Summary tasks can be shown or hidden. A project summary task can be shown or hidden. Be able to show or hide all these fields.

2.3 Build a Logical Schedule Model

2.3	Subject: Build a Logical Schedule Model
2.3.1	Date Constraints
2.3.2	Deadlines
2.3.3	Setting or Changing the Task Mode (manual or auto)
2.3.4	Dependencies (Links)

The candidate must be able to:

1. Set partial constraints on tasks;
   - Example: Identify the steps required to change a task constraint from "As Soon As Possible" to "Start No Earlier Than <Date>".
   - A user wishes to change constraint type, but when they attempted it the option was greyed out. Why is the constraint greyed out? How is the constraint imposed?
2. Establish Deadlines for tasks and enter them into the schedule;
3. Set or change a task's mode between Manually Scheduled and Auto Scheduled as needed;
4. Add a predecessor relationship between two tasks in the Network View. Remove an existing relationship between two tasks in the Task Information dialog.
5. Change sequencing types between tasks;
   - A research facility wishes to schedule so tasks are scheduled concurrently rather than a "waterfall" model. What sequencing types are available for their projects?

3.1 Enter and Edit Resource Information

3.1	Subject: Enter and Edit Resource Information
3.1.1	Max Units
3.1.2	Resource Types
3.1.3	Cost Rate Table
3.1.4	Cost Per Use
3.1.5	Availability
3.1.6	Resource Group
3.1.7	Generic

The candidate must be able to:

1. Set the Max Units for any available resource assigned to the project;
   - A resource is defined as "Developers" in a user's project. There are 6 developers and they are assigned to the project at half time. What should their "Max Units" percentage be in the Resource Sheet?
2. Define resources by their type;
   - Example: A user needs to account for lodging and car mileage as project resources while traveling. What is the resource type for each?
3. Define a resource Cost Rate Table and assign the resource at different rates in the same project;
   - Example: A resource, Pat, has two different roles, and therefore two different billing rates. One rate of $100/hour (Researcher) and a second rate of $75/hour (Lab Assistant). Which view will best allow Pat's task assignment at these different rates?
4. Define a cost per use to a resource so that the cost is applied to tasks upon resource assignment;
   - Example: Create a resource "Helicopter" that has a rate of $1,000.00 / hour and $1,000.00 cost per assignment for airframe inspection and flight documentation / planning.
5. Check the availability of a resource for task assignment;
   - Example: Pat is needed badly to work on a task next week. Check Pat's daily availability next week to see if it's possible. Which view allows this confirmation?
6. Join the resource to a Group;
7. Define a resource as Generic;
   - Example: The management team has not assigned anyone to the project. The skills required are well defined and the tasks are known.

3.2 Apply Task Types and Scheduling Calculations

3.2	Subject: Apply Task Types and Scheduling Calculations
3.2.1	Effort-driven Tasks
3.2.2	Formula (work = duration x units)
3.2.3	Choosing a Task Type

The candidate must be able to:

1. Predict the impact to schedule when making changes to tasks whose task type is Effort Driven;
   - Example: A critical task on the schedule is about to lose 2 of 4 people assigned to it. It is Fixed Units and Effort Driven. Will the task's duration be affected? Will the Project's?
2. Utilize the work formula as variables to assess and select task type;
   - Example: The task is to manufacture 50 computers in one week. Each resource assembles 2 computers per day, or 10 per week. In order to achieve the manufacturing goals, what are the potential task types?

3.3 Assign Resources

3.3	Subject: Assign Resources
3.3.1	Assigning Multiple Resources
3.3.2	Assigning Resources to Task using Units that Represent Part-time Work (vs. full-time work)

The candidate must be able to:

1. Assign multiple resources to tasks;
   - Example: Assign 4 developers and 2 testers to the task "Create modular design" in the Task Entry View.
2. Assign part time resources to tasks;
   - Example: A task in a development project is found to be less complex than originally estimated. In order to work concurrently with another task, reduce all resource assignments on the task to 50%.

3.4 Edit Assignments

3.4	Subject: Edit Assignments
3.4.1	Task Usage
3.4.2	Resource Usage
3.4.3	Task Forms
3.4.4	Editing Assignments by Setting the Appropriate Task Type

The candidate must be able to:

1. Edit the assignment of work in tasks over a time period shown in the Task Usage View;
   - Example: While analyzing a task in MS Project, a user notices that one resource is assigned part time when a full time assignment was required. Change the resource assignment on the task to 100% and verify the work is spread correctly by using the Task Usage View.
2. Edit the assignment of work in tasks over a time period shown in the Resource Usage View;
   - Example: While analyzing a resource assignment in MS Project, a user notices that the resource is allocated at 60%. Change the allocation to 100%.
3. Modify Assignments in the Task Form in a Split View such as the Task Entry View;
4. Edit and modify a resource assignment by setting the task type;
   - Example: A mover hopes to decrease the time it takes to load a moving van by increasing the number of packers assigned by two for a total of six packers. The task currently has a Fixed Duration of one day. What should the Task Type be? Is it effort driven?

3.5 Manage Resource Allocation

3.5	Subject: Manage Resource Allocation
3.5.1	Viewing Availability across Multiple Projects
3.5.2	Changing Assignments
3.5.3	Leveling
3.5.4	Replacing Resources (for example: Resolve Overallocation, Replace Generics with Specifics)

The candidate must be able to:

1. View resource availability across multiple projects;
   - In a Master project incorporating a resource pool it has become necessary to level across projects. First it is necessary to view and analyze the current assignments. What steps must be taken to view the Remaining Availability of all resources across all projects and tasks?
2. Adjust assignments by changing the Units;
3. Level the project;
   - Resources are heavily over allocated in a project. Most of the project's tasks are mission critical and the schedule is compressed. It is necessary to level, but the project finish date must not slip. What leveling setting forbids delaying the project finish date?
4. Replace resources as needed;
   - A resource is badly over allocated and needs to be replaced by a resource having availability. Which Views or dialogs allow a user to find a resource with availability and assign one resource and remove the first resource.

3.6 Manage Resource Allocations by Using Team Planner

3.6	Subject: Manage Resource Allocations by using Team Planner
3.6.1	Displaying Current Resource Allocations and Assignments
3.6.2	Managing Unassigned Tasks
3.6.3	Resolving Resource Conflicts
3.6.4	Level Resource Over allocations
3.6.5	Substituting Resources (Moving Task Assignments from one Resource to Another)

The candidate must be able to:

1. Display current assignments and allocations in Team Planner;
2. Evaluate schedule for unassigned tasks;
   - Example: In evaluating a resource work schedule a gap is discovered in the month of June. In the same time period, the Team Planner shows several short tasks as Unassigned Tasks. How can the tasks be assigned to the resource in the correct time period?
3. Resolve Conflict;
   - Example: In examining assignments in the Team Planner, red lines are indicating schedule conflicts. There are many of these in the Team Planner View. What actions can be taken to remove all over allocations?
4. Level Resources using automatic leveling and be able to describe the impact of the variables in the Leveling Options dialog box.
   - Example: Resource over allocation is a common problem in a lot of projects. Describe how task priorities affect the resource leveling algorithm.
5. Substitute resources between tasks;
   - Example: Three resources are working on the same task. One becomes ill before work even begins. In the Team Planner View, identify the steps required to replace the ill resource.

3.7 Model Project Costs

3.7	Subject: Model Project Costs
3.7.1	Resource-based Costs (work, material, cost)
3.7.2	Cost Per Use
3.7.3	Fixed Costs
3.7.4	Accrual Method

The candidate must be able to:

1. Properly define and assign work, cost or material resources;
   - Example: A resource is defined as a Cost resource in a user's Resource Sheet. The user is complaining that the Std. Rate field will not accept the hourly rate for the resource, and so the resource can't be assigned to a task. What is the problem?
   - Example: A user has only monthly salary information for personnel assigned to the project. Must the Std. Rate be derived by hand calculation for each resource?
2. Define a cost per use for a resource and assign the resource correctly to tasks;
3. Define a Fixed cost for a task and apply it to the task;
   - Example: In a landscaping project the sprinkler system is to be installed for a fixed price by a sub-contractor. Which view and/or table allows for the inclusion of fixed costs?
4. Define the accrual method for a resource's cost;
   - Example: A sub-contractor wishes all permits to be paid in advance of doing the work. Permits are identified as Cost resources in the MS Project file. Should the Accrual method be applied to tasks requiring Permits or to the Permit resource?

4.1 Set and Maintain Baselines

4.1	Subject: Set and Maintain Baselines
4.1.1	Baselining an Entire Project
4.1.2	Baselining Selected Tasks
4.1.3	Multiple Baselines
4.1.4	Updating a Baseline (for example: Rolling up to Summary Tasks; Resetting the Baseline)

The candidate must be able to:

1. Set the Baseline for the entire project;
2. Set a baseline only for selected tasks;
   - Example: The last phase of the project has been delayed 3 months. The delay is properly entered and visible in the Gantt chart, but if the entire project is Baselined again, the original Baseline will be lost. How can the Baseline be re-set for only the last phase?
3. Save multiple Baselines;
   - Example: The project has yet to start and the baseline is already obsolete. Save the obsolete baseline as Baseline1. Make the changes necessary to bring the project schedule current, and then save the new schedule to Baseline.
4. Update the Baseline;
   - Example: A new phase is added to a user's project, which has already been baselined. The user must Baseline the new phase and ensure that the Baseline rolls up through the new summary task levels. How is this accomplished?

4.2 Update Actual Progress

4.2	Subject: Update Actual Progress
4.2.1	Percentage Completion
4.2.2	Actual or Remaining Duration
4.2.3	Actual Work
4.2.4	Remaining Work
4.2.5	Status Date
4.2.6	Current Date
4.2.7	Rescheduling Uncompleted Work
4.2.8	Actual Start and Actual Finish
4.2.9	Actual Work and Usage Views
4.2.10	Cancelling an unneeded task (for example, inactivate a task, set active flag or zero out remaining work)

The candidate must be able to:

1. Assign a percentage of completion to a task;
2. Enter and adjust Actual or Remaining Duration;
    - Example: The project is baselined and work has completed, though later than expected. The User wants to enter in an Actual Duration on a task that is later than the Baseline Duration. Additionally, since the Actual Duration has been revised, Remaining Duration needs to be set at 0 days. What single View or Dialog will the User enter this data on?
3. Enter and adjust Actual Work;
    - Example: Which Task Table contains Work Tracking fields such as Actual and Remaining Work?
4. Use a Status Date to control Actual calculations;
    - Example: Which Dialog contains the Status Date settings used by Project for project and task completion calculations?
    - Example: A User wishes to calculate progress in the project on a date other than the current date. How is this accomplished?
5. Enter and use the Current Date to control Actual calculations;
    - Example: Which Dialog contains the Current Date settings used by Project for project and task completion calculations?
6. Reschedule work that is incomplete;
    - Example: A User is having problems showing status on a task. The Status date is in 3 working days, but work is stopped today in order to assist in an operations emergency. How can the user stop work completed and reschedule the remaining work after the status date?
7. Enter Actual Start and Finish dates ;
    - Example: What single View or Dialog will the User enter this data on?

8. View Actual Work in Usage Views;
   - Example: What are the steps to display Actual Work in the Task Usage and Resource Usage Views?
9. Inactivate a task;
   - Example: After carefully identifying tasks to mitigate risk in a project a User has been asked to report on the project but exclude the work and cost of the mitigation activities. What steps are taken to accomplish this?

4.3 Compare Progress Against a Baseline

4.3	Subject: Compare Progress Against a Baseline
4.3.1	Date Variance
4.3.2	Work Variance
4.3.3	Cost Variance
4.3.4	Showing Variance of the Current Plan against Baseline (tracking Gantt)
4.3.5	Task Slippage
4.3.6	Selecting a View to Display Variance

The candidate must be able to:

1. Analyze, explain and display Date Variance;
   - Example: Which Table in Project displays Start and Finish Variance?
2. Analyze, explain and display Work Variance;
   - Example: In analyzing Work in a project the User discovers that Work is 14,208 hours, Baseline Work is at 8,443 hours and Variance is 5,765 hours. How much Actual Work has been conducted?
3. Analyze, explain and display Cost Variance;
   - Example: In analyzing Cost in a project a User discovers a task has a Baseline Cost of $2,400, a Variance of $5,000, an Actual Cost of $3,700, and a Remaining Cost of $3,700. What is the Total Cost?
4. Showing Variance of the Current Plan against Baseline;
   - Example: Which View in Project compares the current schedule against the Baseline?
5. Analyze, explain and display Task Slippage;
   - Example: Task duration has increased by 2 weeks. This has pushed the start of a successor task back even further due to weekends. Which View in Project will show this delay?
6. Select the appropriate Views to display Schedule, Cost and Work Variance;

4.4 Resolve Potential Schedule Problems by Using the Task Inspector

4.4	Subject: Resolve Potential Schedule Problems by using the Task Inspector
4.4.1	Warnings and Suggestions
4.4.2	Task Drivers
4.4.3	Identifying Resource Over-allocations

The candidate must be able to:

1. Identify, Analyze and Resolve Schedule Issues Using Schedule Warnings and Suggestions;
   - Example: A User is confused by red "squiggly" lines showing under the Finish Field of several tasks. What do the lines signify?
   - The User also sees green "squiggly" lines showing under the Start Field for several tasks. What do the lines signify?
2. Identify Factors Affecting a Task (Drivers);
   - Example: A User is in trouble in Project. There are red "squiggly" lines showing under Finish for almost every task and it isn't obvious what the problem is. What is the first step in analyzing the problems?
3. Identify Tasks Affected by Resource Over-allocation;
   - A User is confused by red icons showing in the Indicator Field and needs help in understanding the problem. What is the first step in analyzing the problems?
   - What View will help resolve the issue?

4.5 Display Critical Path Information

4.5	Display Critical Path Information
4.5.1	Single or Master Projects
4.5.2	Viewing Total Slack
4.5.3	Displaying Progress against Deadlines

The candidate must be able to:

1. Display the Critical Path Across a Single or a Master Project;
    - Example: A User needs to create a Master Project in order to show the Critical Path across all of the sub-projects in the Master. What is the first step in Creating a Master Project?
    - Explain what controls whether a Task is Critical or not?
    - Show critical tasks in red in a Gantt view.
    - Which Views show the Critical Path?
2. Display Total Slack;
    - Example: Since Slack (Float) is shown in Project as Free Slack, how can Total Slack be shown for review and analysis?
3. Display Progress Against Deadlines;
    - Set a Deadline for a specific task, and have that Deadline appear on the Gantt View.

5.1 Apply Views

5.1	Subject: Apply Views
5.1.1	Applying Views
5.1.2	Grouping
5.1.3	Filtering and Highlighting
5.1.4	Auto-Filter
5.1.5	Sorting
5.1.6	Tables

The candidate must be able to:

1. Apply purpose specific Views;
   - Example: A user needs to display the current schedule slippages against the Baseline. Which View should be applied?
   - Example: The Gantt chart for a project is showing no dependency lines, even though many tasks have predecessor/successor relationships shown in the Network view. What steps are required to show the dependencies?
2. Create and use Grouping as an alternative form of organizing;
   - Example: An Executive has asked for a report on resource cost by functional area. What steps are required to Group the resources in the Resource Sheet by functional area and identify cost?
3. Filter and Highlight data for reporting clarity;
   - Milestones are indicating delivery dates in the current schedule. The Manager wishes to see one Gantt chart with <u>only</u> the Milestones visible, and another <u>highlighting</u> only Milestones in order to compare dates with supporting tasks. What are the steps to accomplish the Manager's request?
4. Toggle Auto Filter on demand;
   - Identify the steps required to toggle Auto Filtering on and off.
5. Sort data but maintain outline structure;
   - A user needs to re-sort tasks by Start date and then permanently renumber the task IDs. What steps are necessary to accomplish this activity?
6. Apply tables;
   - After opening a Project file, a user notices that tracking information is shown, not Work. What steps are necessary to apply the Entry Table?

5.2 Customize Views

5.2	Customize Views
5.2.1	Customizing Views
5.2.2	Grouping
5.2.3	Filtering and Highlighting
5.2.4	Sorting
5.2.5	Tables
5.2.6	Sharing a View (Organizer)

The candidate must be able to:

1. Customize a View by adding a Column;
   - Example: An executive has requested a new Field in the Gantt chart that will be used to capture geographic location of each task. How is this accomplished?
2. Apply a Group to an existing View;
   - Example: A new field "Geographic Location" has proven to be popular with the management team. Now they want to organize the project by locations, and abandon the current outline structure. What are the steps to create a "Geographic Location Group"?
3. View tasks with a Filter or Highlight applied;
   - Example: Now that the project is approved, the Change Committee has asked for a quick way to distinguish the Critical from Non-Critical Tasks in a Task Sheet View. What are the steps required to comply with the request?
4. Create a View with Sort applied;
   - Example: The customer representative has asked for a new View of the project sorted by each task's finish date in a Task Sheet. What are the steps required to produce this View?
5. Modify the Table in a View and save as a custom View;
   - Example: The executive team would like a new View integrating all of the customizations that were required in obtaining the "Geographic Location" data. What are the steps in saving the modifications as a new View?
6. Use the Organizer to share a View;
   - Example: Other departments in the company have requested the new "Geographic Location" View. What steps are required to share this View?

5.3 Format Views

5.3	Format Views
5.3.1	Gridlines
5.3.2	Bar Styles
5.3.3	Gantt Chart Styles
5.3.4	Text Styles
5.3.5	Timeline

The candidate must be able to:

1. Insert a Gridline into a Chart;
   - Example: The management team needs to see the current date illustrated in a Gantt chart. What are the steps to show the Current Date line?
2. Modify the shape, color, or fill pattern of a Gantt Bar;
   - Example: A user is requesting that the standard "Float" shown in the Detail Gantt be modified to display Total Slack, not Free Slack. How is this accomplished?
3. Change the format of all Gantt Chart Bars;
   - Example: The Customer does not want to see the resource names to the right of the Gantt bars. How is this accomplished?
4. Modify the Text Styles of tasks by category;
   - Example: The company standard format for Milestone task descriptions in the Gantt chart is italic font and the color green. How is this format applied simultaneously to all milestones?
5. Format the Timeline;
   - Example: The executive team wishes to see only Milestones in the Timeline Bar. How is this accomplished?

5.4 Cell Formatting

5.4	Cell Formatting
5.4.1	Visual Reports
5.4.2	Enhanced Copy and Paste
5.4.3	Copy Picture
5.4.4	Sync to SharePoint (for example: Upload Schedule, Sync with SharePoint list, E-mail timeline)
5.4.5	Attaching or Linking to Supporting Information
5.4.6	Exporting data to Excel

The candidate must be able to:

1. Create and maintain Visual Reports;
    - Example: A user wishes to save a Visual Report made in MS Excel for use in other Project files. What steps are necessary to create customized visual reports to be used in other projects? Can this be accomplished in the Organizer?
    - Example: What are the steps required to save a Visual Report and still be dynamic with Project data when opened at a later date?
2. Enhanced Copy and Paste;
    - Example: A user has created a project outline in MS Word. The outline includes color coded formatting which is meaningful to company leadership. What are the steps required to get the formatted outline into Project without manually reproducing it?
3. Copy Picture;
    - Example: You need to provide a quick snapshot of the current status of the project showing project data and the Gantt chart to be placed in a PowerPoint presentation.
4. Sync to SharePoint;
    - Example: You have been asked to share your project plan with other team members who have access to a SharePoint site but not a Project Server. Identify the necessary steps to create a task list on SharePoint from your project plan? What requirements must be met before Project can Sync to a SharePoint Tasks List?
    - Example: A custom enterprise field has been created and the organization wants to add the field to the SharePoint Tasks List. What step is necessary to make sure that the customized enterprise field will be synched to the SharePoint List?
5. Attach or Linking to Supporting Information;
    - Example: A user wishes to link a requirements document to a unique task in a Project's task list. The company forbids embedding documents within documents. What are the steps to link the requirements document to the Project task without embedding?
6. Exporting data to Excel;
    - Example: Project task data is required by many field personnel. They do not have a copy of Project. They do have Excel 2003, 2007, and 2010. What are the steps required to export the Project data to one file that can be read by Excel 2003, 2007, and 2010?

5.5 Print Schedules and Reports

5.5	Print Schedules and Reports
5.5.1	Reporting Progress Status
5.5.2	Saving to PDF or XPS
5.5.3	Printing Gantt Information, Schedule, or Timeline
5.5.4	Printing Based on Date Range

The candidate must be able to:

1. Report on work and schedule progress;
   - Example: Management wants a report on all tasks in the current schedule that are slipping. How is this information obtained for printing?
   - Example: A team member has asked for his list of tasks in the current project. There are 4000 tasks, and he has been assigned to only a few. List the steps required to quickly identify the team member's assignments and print them.
2. Print the Project file to a fixed format for distribution;
   - Example: The project schedule has been requested by personnel in the field who have no access to MS Project. What is the fastest way to get them this information?
3. Print Gantt charts;
   - A user has made many notes on the tasks in her project. She now wants to print her Gantt chart to include the notes. How is this best accomplished?
4. Print within a set of dates;
   - The management team is concerned about a specific range of dates in the project schedule. They need to know the tasks that are being worked on during the critical time period. How can this information be obtained and printed quickly?